



Government Property Overview

***Presented By: Gail Templeton,
Lead PA***

***DCMA DALLAS
Technical
Assessment Group***

May 4, 2005

- **This presentation is designed to provide a brief overview of Property Administration.**
- **Our objective is to explain the basic concept of the property administration function and the duties and responsibilities of the Property Administrator.**

ABBREVIATIONS AND/OR ACRONYMS

CO	- Contracting Officer
GFP	- Government Furnished
Property	
IPCS	- Industrial Property Clearance
Specialist	
IPMS	- Industrial Property
Management Specialist	
LDD	- Loss, Damage, and Destruction
PA	- Property Administrator
PLCO	- Plant Clearance Officer
PCS	- Property Control System
PCSA	- Property Control System

AREAS OF ADMINISTRATION:

- **DCMA Dallas provides centralized Property Administration support throughout the state of Texas, (excluding the El Paso geographical area and DCMA LM Ft. Worth), Arkansas, Oklahoma, and Louisiana.**
- **We have Property Administration offices located in Dallas, Austin, Houston, San Antonio, and Oklahoma.**
- **We also provide PA support for other CMOs**

Basic Mission of Property Management:

- **To provide surveillance of the management and control of Government property in the custody of Contractors.**
- **To ensure compliance with regulations, policies, and contract requirements.**
- **To ensure that Contractors establish and maintain an adequate property system to control, protect, preserve, and maintain all Government property as required by the**

WHAT IS GOVERNMENT PROPERTY?

- Basically, it's all property owned by, leased to, or acquired by the Government under the terms of the contract. It includes both Government Furnished and Contractor Acquired Property.
- “Property” includes both Real and Personal property.

CLASSIFICATIONS OF GOVERNMENT PROPERTY

- **Facilities** which includes Plant Equipment (IPE/OPE) and Real Property
- **Material**: property that may be incorporated into or attached to a deliverable end item, or property that may be consumed and/or expended in the performance of the contract.
- **Special Tooling**: property such as jigs, dies, fixtures, etc. which are of a specialized nature to perform a particular service.
- **Special Test Equipment**: property of a single or multipurpose nature used to accomplish a special purpose for testing.
- **Agency Peculiar Property**: property that is peculiar

REGULATORY REQUIREMENTS FOR GOVERNMENT PROPERTY:

- **Most commonly used Government property clauses are: 52.245-2 (Fixed-Price); 52.245-4 (Short Form); 52.245-5 (Cost); 52.245-7 (Consolidated Facilities); and 52.245-11 (Facilities Use).**
- **FAR, PART 45- GOVERNMENT PROPERTY, prescribes the policies and procedures for providing, controlling, use of, reporting, and disposing of Government Property.**
- **Contractors are ordinarily required to furnish ALL property necessary to perform Government contracts.**

PROPERTY ADMINISTRATION

What is Property Administration?

- **Property Administration is the administration of specific contract provisions, requirements, and obligations relating to Government property.**

The Primary Objectives are:

- **To administer the terms of contract provisions.**
- **To advise Contracting activities/other DoD officials of the level of efficiency of the Contractor's PCS.**
- **To attain efficient, economic, and uniform management of all Government property required for the performance of Government contracts.**

PROPERTY ADMINISTRATION

Why do we perform Property Administration?

To provide our customers with the assurance that Government property in the custody of Contractors is:

- **accounted for**
- **controlled,**
- **protected,**
- **preserved,**
- **maintained, and**
- **used only as authorized in accordance with regulatory and**

PROPERTY ADMINISTRATION

Who Performs the Property Administration Duties?

- **Within DCMA, the PA and/or IPMS are primarily responsible for performing PA duties.**
- **The PA/IPMS classification series is GS-1103, “Industrial Property Management Specialist.”**
- **The 1103 occupational series encompasses two property-related positions, both of which are a vital component to the Defense Contract Management Agency (DCMA) and ultimately to the Department of Defense (DoD).**

PROPERTY ADMINISTRATION

- **The PA is warranted by a “*Certificate of Appointment*” and is an authorized representative of the Contracting Officer, (CO), assigned to administer the contract requirements and obligations relating to Government property.**
- **All PAs are IPMSs - but not all IPMSs are PAs.**
- **PA/IPMSs act as a liaison between the Customer and the Contractor, ensuring that the GP is being maintained IAW with regulatory and**

PROPERTY ADMINISTRATION

- **The PA also assess the risks involved with each contractor and act as internal auditors, often reviewing contractors' property records and analyzing property control systems.**
- **The Plant Clearance Officer (PLCO) and/or Industrial Property Clearance Specialist is also classified as a GS-1103, with the PLCO being warranted by a**

PROPERTY ADMINISTRATION

- **The PLCO/IPCS is responsible for the Customer's property once it becomes excess to contract requirements.**
- **Plant Clearance relates to the screening, redistribution, and disposal of Contractor inventory based on contract requirements, FAR/DFARS, and the Contractor's procedures.**
- **IPMSs and IPCSs interfaces with the Customers, Contractors, and Buying Commands (e.g., Army, Navy, and the Air Force), in addition to other non-DoD entities (e.g., NASA, Environmental Protection Agency (EPA) and General Services**

What are the PA's Primary Responsibilities?

- 1. To administer Government Property Clauses;**
- 2. To approve the Contractor's Property Control System; and**
- 3. To perform periodic reviews of the Contractor's system to ensure compliance.**

Other Duties of the PA:

- **Participate in pre-award and post-award reviews;**
- **Review contracts assigned for property administration to assure that property is identified in the contract and that general and special contract provisions relative to Government property are included;**
- **Investigate and process reports of LDD of Government property;**
- **Provide recommendations to the CO concerning Contractor liability for LDDs of Government property on the basis of contract terms and conditions.**

PROPERTY ADMINISTRATION

Other Duties of the PA (cont.)

- **Grant relief of responsibility for LDD of Government property on the basis of contract terms and conditions when authorized through the PA's "*Certificate of Appointment*". The IPMS does not have this authority.**
- **Request and perform Support Property Administration (SPA);**
- **Provide support to the assigned Plant Clearance Officer (PLCO) to ensure prompt**

PROPERTY ADMINISTRATION

What is a Property Control System?

- **A Property Control System (PCS) is the system that identifies a contractor's internal management program encompassing the protection, preservation, accounting for, and control of property from Acquisition through Disposition, including property at Subcontractors.**
- **The PA determines the acceptability of the**

PROPERTY CONTROL SYSTEM ANALYSIS:

- **The analysis of the Contractor's Property Control System (PCSA) is a critical responsibility assigned to the PA.**
- **Through this analysis, the PA determines whether the Contractor is effectively and efficiently complying with the Terms and Conditions of the contract, regulatory requirements, and other special requirements contractually**

There fifteen functions or key processes of a Contractor's PCS that are subject to review:

- **Property Management**
- **Acquisition**
- **Receiving**
- **Identification**
- **Records**
- **Movement**
- **Storage**
- **Physical Inventories**
- **Reports**
- **Consumption**
- **Utilization**
- **Maintenance**
- **Subcontractor Control**
- **Disposition**

PROPERTY ADMINISTRATION

ANTICIPATED CHANGES TO PROPERTY:

- **A new Proposed Rule for Property Management, FAR CASE 2004-025 (FAR Rewrite)**
- **Rewrite of the Property Manual, “DoD Manual for the Performance of Contract Property Administration, (DoD 4161.2-M)”**
- **Full implementation of Uniquely Identified (UID) tangible items that will facilitate item tracking in DoD business systems and provide reliable and accurate data for management, financial, accountability and asset management purposes.**

